

City of Columbus Income Tax COVID-19 Updates



THE CITY OF
COLUMBUS

OFFICE OF MEGAN N. KILGORE,
CITY AUDITOR

Agenda and Housekeeping

- Agenda
 - Meet the Division and your presenters
 - Filing deadline changes
 - Return processing updates
 - Collections processes
 - Customer service offerings
 - Upcoming webinars
 - Questions
- Housekeeping
 - Recording and slides
 - All users are muted
 - Chat box for questions

City of Columbus Income Tax Division

- Administer the income tax for the City of Columbus under City Auditor Megan Kilgore
 - Income Tax Administrator Rasheda Hansard
 - Serve those who live, work, and conduct business in the city
- Your presenters
 - Beth Brink, Chief Administrative Officer
 - Anthony Franks, Income Tax Audit Specialist, Corporate Section Supervisor
 - Rob Shemenske, Income Tax Audit Supervisor, Individual Section
 - Harland Geiger, Income Tax Audit Supervisor, Delinquent Section

Filing Deadline Changes – Income Tax

- Treasury announces that the deadline to pay federal returns will be extended to July 15; later announces that Tax Day will be extended to July 15
- Ohio General Assembly passes H.B. 197, authorizing the Ohio Tax Commissioner to extend state and municipal deadlines beyond normal 45-day limitations
 - Ohio municipalities follow the state filing deadline
- Tax Commissioner extends state and local filing and payment deadlines to July 15
 - 2019 Individual Annual Returns (IR-25) and Corporate Net Profit Returns (BR-25)
 - 2020 first and second quarter estimated payments (IR-21, IR-18 and BR-21, BR-18)

Filing Deadline Changes – Income Tax

- Filing Extensions
 - If you file a federal extension request, extension is automatically granted for your City return
 - To request a City extension, file Form IR-42 or Form BR-42
 - Extends deadline to file 2019 annual return to October 15
 - Deadline to pay is still July 15
 - Does not extend deadline to file or pay declaration or quarterly payments for 2020 estimates

Filing Deadline Changes – Excise Tax

- Hotel/Motel, Short-Term Rental, and Admissions Tax returns
- Deadlines for April, May, and June have been extended to July 20

Filing Deadline Changes – Employer Withholding

- There have been no changes to filing or deposit deadlines
- Working from home:
 - Employees working from home during the pandemic (or within 30 days after the emergency is lifted by the Governor) are considered to be working in their principal place of work. Accordingly, under H.B. 197, employers may continue withholding municipal income taxes based on their employees' principal place of work.

Return Processing Updates

- Division of Income Tax was closed from March 19 – May 4
- Have resumed operations with limited staffing to ensure social distancing
- Initial priorities: catching up from March 19 – May 4
 - Posting revenue and electronic payments
 - Opening mail received
 - Depositing checks received
 - Imaging returns to taxpayer accounts
- Current priority: processing refunds
 - Process in the order they are received
 - Currently working through March refunds
 - We can't give an estimate of when refund will be approved

Collections Updates

- On March 25th, the City announced a temporary suspension of collection on City debt, including income tax debt
 - Taxpayers who are on payment plans and have been unable to pay since that time are **not** in default
- We are working with City Attorney's Office to determine when to resume collections
 - We will notify taxpayers on payment plans by sending a monthly bill
 - If you are unable to make your payment, please contact us at 614-645-8152
 - We will review your account and may be able to temporarily reduce, delay, or extend your payment plan up to 24 months

Collections updates - payment options

- Payment options:
 - Pay online: credit card, debit card, ACH credit, electronic check
 - www.columbus.gov/IncomeTaxDivision
 - Drop off payment: check, cashier's check, money order
 - 77 N Front Street
 - Secure drop box in lobby
 - Mail payment: check, cashier's check, money order
 - Columbus Income Tax Division
 - PO Box 182158
 - Columbus, OH 43218-2158
 - Not accepting cash/in person payments at this time

Collections Updates - FAQ

- I'm not on a payment plan, but I'm worried that I won't be able to pay my 2019 balance on July 15. What should I do?
 - You should still file your return unless you request a federal extension
 - Once you file and receive notice of a balance due, please contact us to set up a payment plan. No fees are associated with payment plans outside of penalty/interest.
- The Payment Portal requires my Tax ID to register. What is this?
 - For Individuals, your tax ID is your entire SSN followed by the letter "I". For businesses, your tax ID is your EIN followed by the type of letter associated with your account (i.e. C, E, W, etc.).
 - PINs are no longer needed in Payment Portal. You will register your tax ID and create your own user name and password.

Customer Service – Walk-in Service

- We have suspended our walk-in taxpayer service until further notice
- We are still offering a drop-off return preparation service and Letter of Good Standing service
 - 77 N Front Street – secure drop box in lobby
 - You will need to provide:
 - Copies of W-2's from all employers
 - Copies of any 1099 forms received
 - Copy of Federal 1040 Pages 1 and 2; any attached schedules (e.g. Schedules C, E, or F)
 - Fill out an intake form
 - We will prepare, contact you at your listed information, and send a copy of your return for your records

Customer Service – Contacting Us

- Many resources on our website
 - Operational updates related to COVID-19
 - FAQs for filing deadline changes, collections, employer updates
 - Forms and resources
 - Chances are if it's not specific to your account, it's on our website!
- You can contact us via phone at 614-645-7370
 - Current phone hours are Monday – Friday 1:00 – 3:00 p.m.
 - For most current hours as we gradually add capacity, visit our website
- Email us at tax@columbus.gov
 - Will likely receive a quick response with general information as we route your request to a staff member

Customer Service – Webinars

- We are offering these webinars ahead of the filing deadline as an additional way to connect with taxpayers
- Upcoming webinars:
 - City Tax 101 for Individuals
 - Thursday, July 2 at 12:00 p.m.
 - City Tax for Schedule C Business Owners and Rental Property Owners
 - Friday, July 10 at 12:00 p.m.
- Will offer monthly webinars and send schedule out over our list-serv
 - Have a topic you'd like to see covered? Email embrink@columbus.gov.

Questions?



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